	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-18/Verification of Credentials
	Document No./Name	4-18/Verification of Credentials
	Effective Date	8/29/13

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) that official verification of college coursework, baccalaureate or other degrees, business or trade school coursework and/or training, and/or professional licenses or certificates, and/or veteran preference points shall be furnished to the appointing authority of the employing division by a candidate/employee as provided below.

- When such documentation is required by the Department of Civil Service or other regulatory agency to verify qualifications for a position or to perform certain services.
- When credit for such has been claimed by the candidate/employee on his/her Civil Service application.
- When such credit is a determining factor in meeting the minimum qualifications for the class of position to which the candidate/employee is being considered for appointment.
- When the DD214 form and other such documentation is required by the Department of Civil Service to verify veterans preference.


This policy shall apply to all employees and selected candidates recommended for appointment to positions in the Department of Children and Family Services.

Any subsequent revisions shall become effective on the date signed by the Secretary of DCFS.

II. PROCEDURES

Official Verification of college coursework shall consist of:

- A copy of the employee's transcript certified by the registrar or other official of the school, business or trade school.
- A letter or other official documents from the school indicating completion of the specific coursework required for qualifying.
- An original or copy of professional licenses or certificates certified by the professional licensing authority.

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Timetable

Required verification must be furnished prior to a final offer of employment. Failure to provide the document(s) within the specified time period will result in delay or cancellation of the proposed hire action.

When verification of qualifications is required to approve a promotion, demotion, reassignment or a transfer of a permanent employee, such verification must be furnished prior to or on the effective date of the action. Failure to provide the document(s) within the specified time period will result in delay or cancellation of the proposed hire action.

Responsibilities

It shall be the responsibility of each appointing authority or his/her designee to inform applicable candidate/employee of the type of job related verification required. The appointing authority shall not make a final offer of employment until such verification has been provided by the candidate/employee. It shall be the responsibility of the candidate/employee to provide his/her appointing authority with the requested information within the established timeframes.

III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy.

IV. REFERENCES

[DCFS Policy 4-31 Conditional Offer of Employment](#)

[HR 01 - DCFS Position Action Request Form](#)

[HR 02 - DCFS Recommendation for Personnel Action](#)